

CHAWTON VILLAGE HALL HIRE AGREEMENT

I “the hirer” wish to hire Chawton Village Hall on of 20
 from : AM/PM to : AM/PM
 (This includes time we need to set up, host the event, clean & vacate the hall)

We will be using the hall for:

- | | | | |
|----------------------------------------|--------------------------|-----------------------------------------------------------------------------|--------------------------|
| A private party for adults (aged > 18) | <input type="checkbox"/> | We will have recorded or live music – we will obtain a PPL | <input type="checkbox"/> |
| A private party for children aged | <input type="checkbox"/> | We will be playing films or slides – we will obtain a TEN licence | <input type="checkbox"/> |
| A public event | <input type="checkbox"/> | We will be selling alcohol – we will obtain a TEN license | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | We will have alcohol that is not for sale – a TEN license is not required | <input type="checkbox"/> |
| | | We will be bringing electrical items – they will have valid PAT certificate | <input type="checkbox"/> |

The hirer confirms that (please tick relevant boxes):

- I have read the Terms & Conditions or hire and agree to be bound by them
- My event will have less than 80 people on site at any time (including helpers)
- I enclose a cheque / cash for £100.00 as the refundable deposit (and agree for the cheque to be cashed)
 I accept that the Village Hall Management Committee may deposit and charge me additional costs, as defined in the Terms & Conditions if we fail to meet the Terms & Conditions of hire
- I enclose a cheque / cash for £ for the hire of the hall
- I will vacate the hall leaving it clean and tidy at the end of the hire, replacing any furniture moved to its original place; keys will be left in the post box and notify the Booking Officer of any breakages or damage
- I will obtain the relevant licences / permission and make copies of these available to the Booking Officer, no later than 10 days before the event
- I agree to indemnify the Village Hall Management Committee for any claim which may be made against them arising as a result of this hire agreement
- I will ensure that equipment provided at the hall will be operated in accordance with the instructions provided in the information pack provided in the kitchen of the hall

Signature of Hirer:	Date:
Name (Block Capitals):	Tel. Home:
Name of Organisation:	Tel. Office:
Position in Organisation:	Tel. Mobile:
Address:	Email:
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.....	
.....	
Postcode:	

Village Hall use only

Date received: by

Deposit / hire fee received All licences received Confirmation \ Receipt sent

Website calendar updated